



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 76-9

December 4, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of official travel

1. Purpose. This Bulletin provides guidance on the control and management of official travel, so as to reduce and minimize travel costs paid by the U.S. Government.

2. Policy. It is Administration policy that agencies should authorize that amount of travel necessary to accomplish the purposes of the Government effectively -- but not one bit more -- and at minimum cost. This policy is applicable not only to travel of Government employees, but also to travel of contractors and other personnel whose travel expenses are directly reflected in costs paid by the Government.

The head of each agency will communicate this policy promptly throughout all operating and staff units of his agency, and place in effect a stringent and austere plan to eliminate travel not absolutely essential and to minimize travel costs.

3. Guidelines. The agency plan to restrict travel will include, but not be limited to, the following guidelines:

a. Do not permit travel when the matter in question can be handled by mail or telephone.

b. Minimize the number of people who must travel for a single purpose; for example, never allow two or more persons to travel when one will suffice.

c. Examine travel assignments at official stations to assure that travel is performed by employees at stations which are in closest proximity to travel destinations.

d. Review and reauthorize all continuous or indefinite travel authorizations and issue appropriate guidelines to restrict travel to the minimum necessary for accomplishment of agency missions.

e. Screen all specific travel authorizations to limit trips, numbers of individuals traveling, points to be visited, itineraries, and durations to those that are essential to the performance of agency missions.

f. Establish procedures that will eliminate attendance and minimize participation by employees at conferences, meetings, and seminars when attendance is contingent upon travel at Government expense and not directly related to the accomplishment of the agency missions. (Official travel performed at nongovernment expense will be accomplished in accordance with agency conflict of interest regulations.)

g. In view of the extensive travel costs for change of station travel, review policies and procedures affecting employee transfers between official duty stations to reduce such transfers to those essential for mission accomplishment.

h. Establish procedures to screen all requests for foreign travel to drastically reduce U.S. attendance at foreign conferences to an absolute minimum, and where appropriate, to use U.S. personnel located at or near the conference site.

i. Review contract provisions and procedures to assure that travel by contractors whose travel costs are directly reflected in prices paid by the Government is held to that which is essential, and that the cost of such travel is minimized.

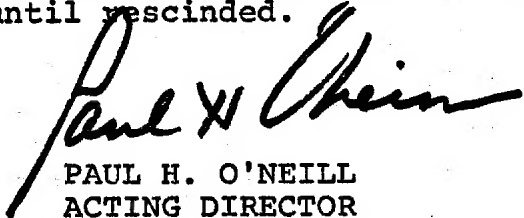
4. Implementation

a. Agency directives for implementation of this Bulletin will be issued to become effective on or before January 30, 1976. A copy of implementing directives will be furnished for review to the General Services Administration.

b. Agencies will also prepare reports on FY 1976 accomplishments and savings resulting from the implementation of revised travel plans developed in accordance with this Bulletin. These reports will include a narrative description of the methods used to achieve economies and savings in the "travel and transportation of persons" (object class 21) and the estimated dollar amounts (obligations) saved. Reports will be submitted to the General Services Administration no later than August 15, 1976.

Both the implementing directives and the reports should be directed to the Administrator, General Services Administration, attention: Director, Federal Travel Management Division, Federal Supply Service.

5. Effective Date. This Bulletin is effective immediately and will remain in effect until rescinded.



PAUL H. O'NEILL
ACTING DIRECTOR

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